



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Agency:</b> Indiana Family and Social Services Administration		<b>BU:</b> 000405
<b>Division:</b> Office of the Secretary		<b>Section/District:</b> Central Office
<b>Job Title:</b> Governor's Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Special Initiatives Coordinator		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b> May 2012
<b>Job Opening ID# :</b> 577823		

### **Purpose of Position/Summary:**

Intern would assist with the State's work as related to the Patient Protection and Affordable Care Act analysis and planning. Individual would work with the healthcare reform team at FSSA and IDOI on the subject matters of Medicaid program changes including the Healthy Indiana Plan, the insurance market and a potential health insurance Exchange. Day-to-day responsibilities would include research on PPACA related issues, drafting policy briefs, talking points and presentation materials, attending meetings and some administrative duties.

### **Essential Duties/Responsibilities:**

Duties as assigned:

- Prepare reports, talking points, policy briefs, etc. regarding Medicaid, Healthcare Exchange and insurance market issues and regulations.
- Organizing and assisting with stakeholder outreach.
- Attend team meetings including: Medicaid biweekly policy meeting, weekly IT meeting, Governor's Office policy meetings, insurance weekly meeting, monthly Exchange grant monitoring meeting and others as assigned.
- Various administrative duties such as meeting preparation and calendar management.

### **Job Requirements:**

- Knowledge of Computer based software, i.e., Microsoft Word, Excell, Power Point, etc...
- Ability to coordinate programs with little supervision, research, effective communication, both verbal and in writing.
- Ability to work independently, anticipate problems and initiate corrective actions.

### **Difficulty of Work:**

The intern will need to exercise considerable judgment in developing contract monitoring tool guidelines and procedures for implementing auditing tools based upon research findings. The intern must remain cognizant of the potential impact of decisions/recommendations while evaluating the research data prior to making recommendation to Executive Director.

### **Physical Effort:**

Position does not require any effort greater than normal office duties.

### **Working Conditions:**

Involves normal office working environment and include minimal travel in local facilities to the Indianapolis area.